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PART III—SECTION 3

Notifications relating to Minor Administration

RULES FOR THE CONDUCT OF DEPARTMENTAL TEST FOR THE STAFF OF LACCADIVE, MINICOY AND AMINDIVI ISLANDS ADMINISTRATION

I. The Departmental test for the staff in the L.M. & A Islands Administration will be held by the Administrator Laccadive Minicoy and Amindivi Islands once or twice in a year in the month of April and November as notified by the Administrator from time to time.

II. The following persons will be entitled to sit for the departmental test.

- (i) All L.D. Clerks and U.D. Clerks including typists and Cashier.
- (ii) Those who have passed S.S.L.C. or equivalent examination and who have the typewriting qualification required under the L.M. & A. Islands Administration (Class III & IV posts) Recruitment rules 1961 and who are working in other posts under this Administration can also appear for the Departmental test and if they pass this departmental test they are eligible for appointment as L.D. Clerks under L.M. & A. Islands Administration.

III. Nobody is entitled for promotion as Upper Division Clerk or to a higher grade under this Administration unless he passes this Departmental test and any other test prescribed under the Recruitment Rules.

IV. Those Upper Division Clerks who were promoted before 27th June 1961 i.e. before the publication of Laccadive, Minicoy and Amindivi Islands Administration (Class III and IV) Recruitment rules 1961 need not pass this Departmental test for holding their Upper Division Clerk's post. But they are not entitled for further promotion in this Administration unless they pass the Departmental test and any other test prescribed under the Recruitment Rules.

V. The Departmental test will be held in the following subjects.

Part I—Noting and drafting
(without books) } Marks 100

Part II—Office procedure and
Accounts (with books) } Marks 100

Books—

(Fundamental Rules, Subsidiary rules, G.F.R., C.S.R., D.E.P. Rules, 1938, Central Treasury Rules and Secretariat manual).

VI. A candidate will be declared to have passed the Departmental test if he secures 35 per cent of marks. If he secures less than 25 per cent of marks in any of the parts he will be declared to have failed in the departmental test.

VII. A candidate will be allowed to sit for the Departmental test any number of times without restriction. He has to pass both parts of the Departmental tests together.

VIII. The Administrator will make arrangements for the conduct of the test, giving roll numbers, distribution of papers, prescribing the procedure in the Examination hall, marking the answer books, etc. The results will be published in the Government of India Gazette Part III Section 3.

IX. The Administrator will fix a time-table for the Departmental test and arrange to set the question papers and the dates on which the test is to be held.

X. A candidate who wishes to sit for the examination should apply in writing through his Superior official so as to reach the Administrator on or before 1st March and 1st October of every year.

XI. Promotion from the post of L.D. Clerk will be with reference to the result of Departmental test and seniority in the cadre and the vacancies will be filled up by persons with good records.

XII. This cancels the rules for the conduct of examination for the Ministerial staff of Laccadive, Minicoy and Amindivi Islands Administration prescribed on 1st February 1962.

M. RAMUNNY
Administrator

